
Middletown
SUPERIOR COURT

Short Calendar

Hon. Julia L. Aurigemma
Hon. Julia DiCocco Dewey
Hon. Kevin G. Dubay
Hon. Frank A. Iannotti
Hon. Barbara B. Jongbloed
Hon. Robert F. McWeeny
1 Court Street
4th Floor, Room 407
9:30 A.M.

NOTICE REGARDING FAMILY SHORT
CALENDAR PROCEDURE

The Family Short Calendar will commence at 9:30 a.m. on Monday of each week, unless it is rescheduled due to a holiday. FOR A MATTER TO BE HEARD BY THE COURT, it must be marked READY by the party or counsel who caused it to appear on the calendar by calling the Clerk's Office at (860) 343-6400 or by sending the standard court approved fax form, available at the Judicial website, www.jud.ct.gov, to (860) 343-6423. Additionally, attorneys registered with the Statewide Grievance Committee and law firms which have obtained a law firm juris number may enroll and obtain a secure password that will enable them to mark Family Short Calendar matters electronically via the Short Calendar Markings Entry transaction on the Judicial website.

(Notice Continued on Last Column)

TABLE OF CONTENTS

NOTICE (continued from Column 1)

Short calendar markings will occur from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week preceding the short calendar. In the event a state holiday falls on the Thursday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on the Friday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday. Markings entered electronically through the Short Calendar Markings Entry transaction on the Judicial Branch website, may be made based upon the above time periods, except that the periods will commence upon system availability, generally 7:00 a.m. Tuesday.

Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking: 1) Column number and position on the calendar; 2) Name and docket number of the case; 3) Number and title of the motion; 4) Marking; 5) Full name of the person making the marking and the firm name, if applicable; and 6) Confirmation that all counsel and pro se parties of record have been notified of the marking. Counsel and pro se parties shall bring a confirmation of the marking to the short calendar hearing of an arguable matter. The confirmation may be in the form of a fax and a transmittal confirmation sheet, a Short Calendar Markings Confirmation and Receipt produced upon completion of the electronic Short Calendar Markings Entry transaction or a detailed signed statement from the person who telephoned the marking to the court. A TELEPHONE CALL TO CONFIRM THE MARKING IS NOT REQUIRED. THE UNNECESSARY DUPLICATIVE ACTION OF CALLING TO VERIFY RECEIPT IS BURDENSOME TO THE CLERK'S OFFICE.

No markings by any method will be accepted after the marking deadline. Failure of counsel or pro se parties to give timely notice to each other of any marking that has been made may result in sanctions by the Court. If conflicting markings are made, the last one received will control. "Ready late" and "over" markings will not be accepted. If no court action is required, the matter should be marked "OFF". All motions will be marked "OFF" by the Court unless a marking is received by the deadline. PLEASE NOTE THAT CITATIONS, REFERENCE TO FAMILY RELATIONS REPORT BACK DATES AND CASE MANAGEMENT DATES MUST GO FORWARD WHEN ASSIGNED UNLESS EXCUSED BY A JUDGE AND WILL BE CONSIDERED AS "READY FOR ADJUDICATION" MATTERS BY THE COURT. COUNSEL AND PRO SE PARTIES IN CASES APPEARING ON THIS CALENDAR FOR A CASE MANAGEMENT DATE SHOULD REVIEW THE NOTICE LISTED ON THE "ASSIGNMENT OF FAMILY CASE MANAGEMENT CONFERENCES" ASSIGNMENT LIST.

Matters continued from previous short calendars or allowed to be written on to the docket must also comply with the marking rules for motions.

All motions, except for matters of law, must first be discussed with Family Relations before being heard by the Court. All counsel of record are instructed to screen mediation and evaluation referrals with Family Relations PRIOR TO formal court referral. Referral Intake forms are to be completed and returned to Family Relations on the day of the referral. No cases will be referred by the Court to Family Relations for evaluation or mediation of custody and/or visitation issues until both parties have completed parenting education.

All agreements entered into by the parties at the family short calendar must be presented in writing. Parties must be present. Forms are available from the clerk.

In all matters in which the parties are seeking financial orders to be entered, current financial affidavits must be filed per P.B. § 25-30.

In all matters seeking the establishment or modification of child support, the parties MUST file a FULLY COMPLETED CHILD SUPPORT GUIDELINES WORKSHEET, CURRENT FINANCIAL AFFIDAVITS, and an ADVISEMENT OF RIGHTS FORM signed by the obligor.

In any matter pertaining to custody of minor children the party seeking custody must file a custody affidavit which sets forth facts in conformity with C.G.S. § 46b-93.

PARENTING EDUCATION PROGRAM - C.G.S. § 46b-1

The Court will order any person in certain types of family cases, except restraining orders, in which a minor child is involved to attend a Parenting Education Program. Brochures, a list of service providers and a form, which is to be completed before the hearing, are available at the Clerk's Office. Parents of minor children must have completed Parenting Education before a judgment of dissolution will be entered.

Family Relations counselors will be available to meet with counsel and parties to discuss pending motions on Tuesdays from 9:30 a.m. to 1:00 p.m. should the parties wish to do so. Appointments MUST be made in advance by calling the Family Relations Office at (860) 343-6460.

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